

# DSE workstation self-assessment checklist

**Reference:** CHST/TEM/009

**Contact:** [propertyhelpdesk@luton.gov.uk](mailto:propertyhelpdesk@luton.gov.uk)

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This checklist is used to help us comply with the [Health and Safety (Display Screen Equipment) Regulations 1992](https://www.legislation.gov.uk/uksi/1992/2792/contents/made). It can be used as an aid to risk assessment and should be carried out every 12 months.

It lists risk factors in six areas, with yes or no tick boxes:

* keyboards
* mouse and trackball
* display screens
* software
* furniture and work environment

It lists issues to consider and gives space to record planned action.

Once you’ve completed the checklist, email it to your line manager, indicating any negative responses that need to be resolved.

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# Your details

**Department/unit:** Click or tap here to enter text.

**Work station location:** Click or tap here to enter text.

**User name:** Click or tap here to enter text.

**Job title:** Click or tap here to enter text.

**Phone no:** Click or tap here to enter text.

**Line manager name and phone no:** Click or tap here to enter text.

**Date of assessment:** Click or tap to enter a date.

**Any further action required?** Choose an item.

# 

# Notes on completion

Please read this section in its entirety.

The following checklist is designed to allow a self-assessment by computer users of their display screen equipment (DSE) workstations. This is carried out to ensure compliance with the [Health and Safety (Display Screen Equipment) Regulations 1992](https://www.legislation.gov.uk/uksi/1992/2792/contents/made) and associated guidance.

The checklist should be completed by the workstation user by ticking either ‘yes’ or ‘no’ against each risk factor question and repeated for each workstation that you work at. You must refer to the list of ‘things to consider’ when answering each question.

* ‘Yes’ answers require no further action.
* ‘No’ answers require further investigation. You must pass your completed form to your line manager.
* The DSE assessor must:
  + record their decisions in the ‘action’ section
  + set a completion date
  + monitor whether the actions taken have resolved the problem identified

# Display screen

**1. Are the characters clear and readable?**

Select yes or no

## Things to consider

\*You may need to contact IT support for advice in this area.

* Make sure the screen is clean and that cleaning materials are available
* Check that the screen controls operate correctly\*
* Adjust screen brightness and contrast to a comfortable level\*

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**2. Is the text size comfortable to read?**

Select yes or no

## Things to consider

* Software settings may need adjusting to change text size\*.
* Intensive graphic work or work requiring fine attention to detail may require larger display screens\*.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**3. Is the image stable and free of flicker or jitter?**

Select yes or no

## Things to consider

* Try different screen colours to reduce flicker, such as darker background and lighter text.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**4. Does the screen swivel and tilt or have a raise and fall action?**

Select yes or no

## Things to consider

\*You may need to contact IT support for advice in this area.

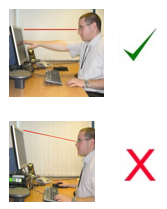
* Swivel and tilt need not be built in but you need to ensure that the screen can be set at a comfortable viewing position.
* Reposition the display screen or move other equipment away where there is an obstruction.
* Longer cables should be provided where existing cabling restricts movement of the screen to the preferred viewing position\*.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**5. Is the screen at a comfortable viewing distance and height?**

Select yes or no

Example:



## Things to consider

* Face the display screen directly, in other wo5rds, square-on. Avoid putting the monitor in the corner of straight edged desks.
* The screen should be positioned at approximately arm’s length away (55 to 65cm).
* Adjust the height of the monitor so that you are looking slightly down into the centre of the screen. Generally this means having the top of the visible area at eye height, when you are sitting upright.
* It is acceptable to experiment with the height of the screen using telephone directories or similar so long as this is only temporary and the monitor is stable. As soon as you have found a comfortable height, the necessary equipment should be provided.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**6. Is the screen free from glare and reflections?**

Select yes or no

Example:



## Things to consider

* Close blinds to avoid reflective glare. Report any damaged blinds to your management
* Reposition the screen to move away from the source of the glare.
* Discuss with your manager the possibility of moving your desk away from the source of glare.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

# Keyboard

**1. Is the keyboard separate from the screen?**

Select yes or no

## Things to consider

* This is a requirement, unless the task makes it impracticable, for example where there is a need to use a portable laptop.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**2. Is the keyboard in good working order?**

Select yes or no

## Things to consider

\*You may need to contact IT support for advice in this area.

* Remove dirt and dust from the keyboard should any keys not function\*.
* If it is still necessary to over-hit the keys, then the keyboard should be replaced\*.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**3. Does the keyboard tilt?**

Select yes or no

## Things to consider

\*You may need to contact IT support for advice in this area.

* Ensure the tilt mechanism is in full working order\*.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**4. Are the characters on the keys easily readable?**

Select yes or no

## Things to consider

\*You may need to contact IT support for advice in this area.

* Use a keyboard cleaner to remove any dirt. If characters still can’t be read, then the keyboard should be replaced\*.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**5. Is it possible to find a comfortable keying position at the workstation?**

Select yes or no

## Things to consider

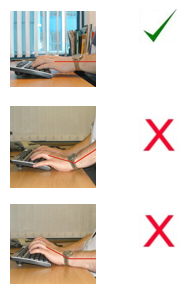
* Position the keyboard directly in front of you so that it can be used without stretching.
* Leave a little space in front of the keyboard so you can rest your arms between periods of keying.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**6. Does your keyboard technique match this advice?**

Select yes or no

Example:



## Things to consider

* Maintain a neutral (straight) wrist posture when keying to avoid straining tendons and nerves.
* Avoid putting pressure on the underside of the wrist, such as from desk top/edges or hard wrist rests whilst keying. (Soft foam or gel-filled wrist rests can help to maintain a neutral wrist posture for those users experiencing problems)
* Avoid hitting the keys too hard or overstretching the fingers for keyboard shortcuts.
* Alternate use between the keyboard and mouse as much as possible, to break up long periods of keyboard use.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

# Mouse, tracker ball and other pointing devices

**1. Does the mouse work properly and at a speed that suits you?**

Select yes or no

Example:



## Things to consider

\*You may need to contact IT support for advice in this area.

* Check the function of the mouse on the work surface -a mouse mat may be necessary.
* Check the mouse ball and roller ball - cleaning may be necessary \*.
* Adjust the software settings for the speed and accuracy of mouse pointer \*.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**2. Is the mouse positioned close to you?**

Select yes or no

Example:



## Things to consider

* Position the mouse close to your body so that you can use it without stretching.
* Maintain a neutral (straight) wrist posture when using the mouse to avoid straining tendons and nerves.
* Avoid putting pressure on the underside of the wrist, such as from desk top/edges or hard wrist rests. (Soft foam or gel-filled mouse pads can help to maintain a neutral wrist posture for those users experiencing problems).
* When using the mouse, hold it lightly – do not grip. Avoid resting your hand on the mouse for long periods.
* Alternate use between the keyboard and mouse as much as possible, to break up long periods of keyboard use.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**3. Is the mouse suitable for you, taking into account your hand size and any special medical or disability needs you may have?**

Select yes or no

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**4. Does the desk space and cabling allow you to position the mouse to a comfortable working position with a neutral wrist posture?**

Select yes or no

## Things to consider

\*You may need to contact IT support for advice in this area.

* Reposition the processor unit or move other equipment where there is an obstruction.
* Longer cables should be provided where existing cabling restricts movement of the mouse or causes overstretching\*.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

# Software design/user interface

**1. Is the software suitable for the task?**

Select yes or no

## Things to consider

\*You may need to contact IT support for advice in this area.

* Software should help the user carry out the task, minimise stress and be user-friendly \*.
* Discuss any software training requirements you feel you have with your manager.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

# Furniture

**1. Does the surface have a matt finish to prevent reflections?**

Select yes or no

## Things to consider

* Transparent plastic folders or similar can be a source of glare - remove or cover with a matt folder.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**2. Is the height of the desk or work surface suitable for DSE work?**

Select yes or no

## Things to consider

* Adjust or remove chair armrests so that you can sit close to your desk at the correct height.
* Workstation desks are designed to a standard height that is 720mm in height from the floor. This suits the majority of users.
* If you feel your desk is too low or high, you should consult your manager.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**3. Is there sufficient space below the work surface to enable you to achieve a comfortable position?**

Select yes or no

## Things to consider

* Remove anything from under your desk which is restricting movement and leg room.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**4. Is the desk or work surface sufficiently large to allow a flexible and comfortable arrangement of all work equipment and paperwork?**

Select yes or no

Example:



## Things to consider

* Arrange pieces of equipment that you use frequently, such as the telephone, so that you do not have to stretch to reach them.
* Make use of additional electrical sockets and longer cabling if this will assist you in achieving the desired layout.
* Use a document holder if you frequently refer to hard copy documents at the same time as working on your computer, such as when entering data.
* Do not cradle the telephone receiver between your neck and shoulder.
* A telephone headset can be considered if you spend prolonged periods on the telephone at the same time as working on your computer.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**5. Is the chair stable, in a good state of repair and does it allow easy freedom of movement?**

Select yes or no

## Things to consider

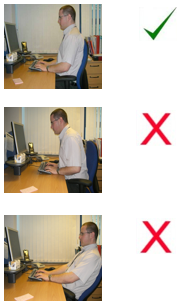
* The chair may need repairing or replacing if the user is uncomfortable or the adjustment mechanism does not function.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**6. Is the chair adjusted correctly?**

Select yes or no

Example:



## Things to consider

* Ensure you know where the adjustment controls are and how to operate them.
* Adjust the seat height so that you can input data in comfort. Elbows should be just above desk height.
* Adjust the chair back angle so that you are sitting fairly upright. Adjust the chair back height so that it supports the small of your back.
* Sit right back in the chair to gain adequate support. Avoid stooping forward.
* If possible, adjust seat length to give a small gap between the seat edge and the back of your knee.
* If you have difficulty achieving a comfortable, upright, well supported posture contact the DSE Assessor for your area.
* Inspect your chair to ensure it can take your weight and doesn’t show any signs of wear and tear.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**7. Does the design of the chair arms allow you to get sufficiently close to the desk to adopt a neutral posture?**

Select yes or no

## Things to consider

* Adjust or remove chair armrests so that you can sit close to your desk at the correct height.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**8. Can you put your feet flat on the floor, without too much pressure from the seat on the back of the legs?**

Select yes or no

## Things to consider

* If your feet do not comfortably reach the floor when you’re sitting at the correct height in relation to your desk, then a footrest may be required.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**9. Does the chair fit you and does it meet any special needs?**

Select yes or no

## Things to consider

* Depending upon the user’s physical size, weight, and any medical or disability needs, then a specialist chair may be required.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

# Environment factors

**1. Have adjustable window blinds (or an alternative type of easily adjustable covering) been fitted?**

Select yes or no

## Things to consider

* Blinds controls should be easily accessible to control any incoming light that causes glare.
* Remove any obstructions such files stored on window sills that prevent the blinds from closing.
* Report any damaged blinds to management for repair.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**2. Have wall surfaces and other fixtures and fittings been designed to minimise reflections upon the workstation?**

Select yes or no

## Things to consider

* Things like pictures, glossy wall charts and mirrors should be positioned to avoid reflections upon the user’s workstation.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**3. Are light levels suitable? This means not too bright or dim to work comfortably.**

Select yes or no

## Things to consider

* Control light levels by adjusting window blinds or light switches. Use a desktop lamp where the overall level of light does not adequately meet your needs.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**4. Is there’s sufficient space to allow easy access to the workstation and to permit reasonable variation in the position of furniture and equipment?**

Select yes or no

## Things to consider

* You should be able to place your legs beneath the desk without twisting. Remove any obstructions to create more space for leg movement.
* Make use of other storage areas. Archive redundant materials off-site.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**5. Is the temperature maintained at a reasonable level?**

Select yes or no

## Things to consider

* Can the existing heating be better controlled?
* Can the user be moved away from the heat source?
* Is any perceived coldness attributable to draughts from windows or doors?
* Report any temperature concerns to your manager.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**6. Does the air feel comfortable?**

Select yes or no

## Things to consider

* DSE and other equipment may dry the air.
* Circulate fresh air when/where possible. Consider introducing plants following consultation with staff. (These must be kept well-watered).

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**7. Have all other sources of noise been reduced to prevent distraction and interference with speech?**

Select yes or no

## Things to consider

* Equipment such as printers should be moved away from the workstations where noise nuisance is a problem. Employees should be mindful of one another.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**8. Are all cables arranged so that none are trailing to present a trip hazard?**

Select yes or no

## Things to consider

* Consider your own belongings.
* No cables should cross walkways or exit routes.
* Other cables - consider taping them to the desk modesty board. Consider the use of rubber sleeving.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

# The workstation user

**1. Do you take regular breaks away from the workstation?**

Select yes or no

## Things to consider

* Rotate work activities where possible. You should aim to spend around ten minutes in each hour carrying out work activities away from the computer.
* Take regular screen breaks to avoid eyestrain. Focus on distant objects. Conscious blinking helps if eyes become dry

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**2. Are you aware that you may be entitled to a free eye test, examination and, where appropriate, the provision of free corrective appliances?**

Select yes or no

## Things to consider

* Have regular eye tests. Your employer may meet the cost of eye tests and will make a contribution of up to £55 for corrective lenses required for DSE use only.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**3. Do you experience any discomfort or other symptoms which you attribute to working with DSE?**

Select yes or no

## Things to consider

* Report to your line manager any other health and safety problems that arise from the use of your DSE.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**4. Has the checklist covered all the problems you may have through working with your DSE?**

Select yes or no

## Things to consider

* Report to your line manager any physical disability, medical or other issue that impacts on your ability to use the workstation comfortably.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

# Using laptops

**1. Do you use a laptop?**

Select yes or no

## Things to consider

* Then all of the above will apply and, in addition, you are advised to take longer and more frequent breaks.
* Laptops must be used for short durations only and be placed on a firm surface at the right height for keying in. Do not use the laptop on your lap.
* You must have use of a docking station. Major inputting should be done at the desktop PC.
* Avoid carrying excess loads, consider a backpack or carry case for your laptop.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

**2. Do you work at or from home?**

Select yes or no

## Things to consider

* A DSE assessment and home working assessment is required, advise your manager.

Action taken: Click or tap here to enter text. Date action taken: Click or tap to enter a date.

# Any other comments

Click or tap here to enter text.

# Sign and date this form

**Please note:** adding your name to this field is considered as your signature.

Name of DSE user: Click or tap here to enter text.

Date: Click or tap to enter a date.

Date passed to manager: Click or tap to enter a date.

Name of manager: Click or tap here to enter text.